

DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE


Supporting a Commonwealth of Communities

The Official Website of the Massachusetts Department of Revenue

Division of Local Services Gateway

Welcome to
Massachusetts Division of Local Services Gateway

DLS Gateway offers local officials an immediate way to enter data and verify submission status across all the regulatory review programs administered by Division of Local Services. The following online services are currently available:



- Public Reports and Database**
 - Municipalities with Approved Tax Rate
 - Municipal Fiscal Year Recaps
 - Municipal Proforma Recap
 - Municipal Levy Limit
 - Districts with Approved Tax Rate
 - District Fiscal Year Recaps
 - District Pro Forma Recap
 - Local Officials Directory
 - LA3 - Parcel Search
 - LA-19 Equalized Valuation Report
 - Corporation Book On-line Search
 - Search DLSLAW Library
- Free Cash Calculations Beginning in FY14**
 - City & Town Free Cash
 - District Free Cash
 - Regional School District Excess & Deficiency
- Division of Local Services**
 - DLS Web Site
 - Contact Gateway/IT Support
 - DLS Databank Analytics & Reports
 - Bureau of Local Assessment
 - Bureau of Accounts

LOG IN
Enter your User Name and Password.
User Name
Password
Password is case-sensitive

[Forgot password?](#)
[Forgot user name?](#)
System times out after 30 minutes without use. Login again to continue.
Want to Become an Authorized User?
DLS Gateway is restricted to elected and appointed municipal officials. To learn more about how to become an authorized user, please [click here](#)

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Welcome to DLS Gateway



What is DLS Gateway?


DLS Gateway is a Web-based application suite used by local government officials and the Division of Local Services

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[Web Browsers](#) [Site Policies](#)

Cities, towns, special purpose districts
and regional school districts all use DLS Gateway
to transact business with the Division of Local Services



Local officials log into DLS Gateway to enter data and submit forms

Division of Local Services Gateway

The Official Website of the Massachusetts Department of Revenue

Welcome to

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Public Reports and Database

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Free Cash Calculations Beginning in FY14

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Division of Local Services

- ▶ DLS Web Site
- ▶ Contact Gateway/IT Support
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- ▶ Bureau of Local Assessment
- ▶ Bureau of Accounts

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User Name

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[Forgot password?](#)

[Forgot user name?](#)

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DLS-GWWEB2

Web Browsers

Site Policies



Do I need a DLS Gateway account?

Maybe...

Not all local officials need
a DLS Gateway account

Officials in these positions do need an account:

- Assessor
- Accountant or Accountant/Auditor
- Treasurer
- Collector or Treasurer/Collector
- Mayor
- Members of the Selectboard or City Council
 - City or Town Clerk

The people filling these roles need to sign forms or submit data to DLS, so they always need accounts

- Assessor
- Accountant or Accountant/Auditor
- Treasurer
- Collector or Treasurer/Collector
- Mayor
- Selectboard/City Council
- City or Town Clerk

Signatures
Board of Assessors

☐ Check to add signature

LA-4
Assessment / Classification
Status: FORM ENTERED

BERNARDSTON FIRE & WATER - 406 2020

Jurisdiction: Bernardston Fire & Water - 406 Fiscal Year: 2020 Go

Property Type	Parcel Count	Class1 Residential	Class2 Open Space
101	512	112,176,600	
102	0	0	
MISC 103,109	23	2,089,700	
104	22	5,382,800	
105	4	1,011,000	
111-125	5	1,525,300	
130-32,106	118	3,319,900	

Total Adjusted Accountant's/Auditor's Cash and Investments 0.00

Variance (explain) 0.00

PAGE 2 PAGE 3 **PAGE 4**

Delete	City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) From Raise and Appropriate
		0	0.00	
		Total	0.00	

Signatures
Treasurer
I hereby certify to the best of my knowledge that this information is complete and accurate as of this date.
☐ Check to add signature

Accountant/Auditor
I hereby certify that the foregoing schedule, setting forth the total cash and investments in the general ledger, is either in agreement with the total cash in the custody of the Treasurer or efforts are being made to reconcile any variances.
☐ Check to add signature

Authorized Signature
Signatures for LA5 Certification
For cities: City Councilors, Aldermen, Mayor
For towns: Board of Selectmen
For districts: Prudential Committee or Commissioners
We hereby attest that on the hearing date above the Board of Assessors presented information and data relevant to making such determination and the fiscal effect of the available alternatives at the hearing and that the percentages set forth above were duly adopted in public session on date stated above.

LA5 CERTIFICATION
Public Hearing Notice published on: Date 11/29/2018 Time 12.00 am
Public Hearing Held on: Date 12/04/2018 Time 6:20 pm

Signatures
Clerk
I hereby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.
☐ Check to add signature

Local officials who don't need to submit or sign forms
sometimes have DLS Gateway accounts
for specific business needs



For example, IT Directors
and staff often have
Gateway accounts, so they can
create and maintain local
accounts without DLS assistance

Not sure if you need an account?
Contact DLS Gateway Support
(617) 626-2350 or DLSGateway@dor.state.ma.us



How do I get a DLS Gateway account?

The first step is to be listed as a local official in Gateway's Local Officials Directory

Jurisdiction	Department	Functional Role	Position	Official's Name	Phone	Email
Tyngsborough	Accountant/Auditor	Accountant/Auditor	Interim Accountant	Lisa Kelly	978-649-2300	
Tyngsborough	Accountant/Auditor		Assistant Town Administrator	Justin Sultzbach	978-649-2300	
Tyngsborough	Assessors		Assessor	Jennifer Wilson	978-649-2300	lwoekel@tyngsboroughma.gov
Tyngsborough	Assessors	Assessment Director	Chief Assessor	Lauren M. Woekel	978-649-2300	lwoekel@tyngsboroughma.gov
Tyngsborough	Assessors	Assessor Chairman	Assessor	Ann Marie Conant	978-649-2300	lwoekel@tyngsboroughma.gov
Tyngsborough	Assessors		Assessor	Marie Lambert	978-649-2300	
Tyngsborough	Assessors		Assistant Assessor	Ravilla Garthe	978-649-2300	lwoekel@tyngsboroughma.gov
Tyngsborough	Building Inspector	Building Inspector	Building Inspector	Paul Welcome	978-649-2300	
Tyngsborough	City/Town Clerk	City Clerk/Town Clerk	Town Clerk	Joanne Shifres	978-649-2300	jshifres@tyngsboroughma.gov
Tyngsborough	Collector	Collector	Clerk	Debra Fiorillo	978-649-2300	
Tyngsborough	Emergency Management	Fire Chief	Fire Chief	Wesley Russell	978-649-7504	wrussell@tyngsboroughma.gov
Tyngsborough	Emergency Management	Emergency Man. Dir.	Emergency Management Director	Wes Russell	978-649-7504	wrussell@tyngsboroughma.gov
Tyngsborough	Police		Deputy Police Chief	Shaun Woods	978-649-7504	tpd@tyngsboroughma.gov
Tyngsborough	Police	Police Chief	Police Chief	Richard Howe	978-649-7504	tpd@tyngsboroughma.gov
Tyngsborough	School Administration	School Superintendent	Superintendent of Schools	Michael Flanagan	978-649-7488	dhawkins@mec.edu
Tyngsborough	Selectmen/Town Council		Selectman	Steve Nocco	978-649-2300	
Tyngsborough	Selectmen/Town Council	CEO/Manager/Administr.	Town Administrator	Matthew Hanson	978-649-2300	
Tyngsborough	Selectmen/Town Council		Selectman	Ronald Keohane	978-649-2300	
Tyngsborough	Selectmen/Town Council		Selectman	Hillari Wennerstrom	978-649-2300	
Tyngsborough	Selectmen/Town Council	Executive Secretary	Administrative Assistant	Colin Loiselle	978-649-2300	cloiselle@tyngsboroughma.gov
Tyngsborough	Selectmen/Town Council		Selectman	Richard Reault	978-649-2300	
Tyngsborough	Treasurer		Assistant Treasurer	Brittany Langlois	978-649-2300	blanglois@tyngsboroughma.gov
Tyngsborough	Treasurer	Treasurer	Treasurer Collector	Jennifer Finnigan	978-649-2300	jfinnigan@tyngsboroughma.gov
Tyngsborough	Veterans Services	Veterans Agent	Veteran's Agent	Christopher Dery	978-649-2300	
Tyngsborough	Veterans Services		Secretary	Nancy Johnson	978-649-2300	nancyj@tyngsboroughmass.com

The Directory is DLS's source for verifying that a person works for a specific jurisdiction

TOWN CLERK OFFICE HOURS [Read more »](#)

[Home](#) » [Departments](#)

Town Clerk




Your city, town or district clerk will add you to Gateway's Local Officials Directory

Clerks can also open DLS Gateway accounts for new officials

DLS Gateway Support can also open accounts for officials already listed in the Directory

CONTACT


DLS Gateway Support

 Phone

Call DLS Gateway Support

(617) 626-2350

For assistance with the DLS Gateway Application, Local Officials Directory or Gateway accounts.

 Online

DLS Gateway Support Email

DLSGateway@dor.state.ma.us



How do I find DLS Gateway?

<https://dlsgateway.dor.state.ma.us/gateway/Login>

You can also get to Gateway
from the DLS website

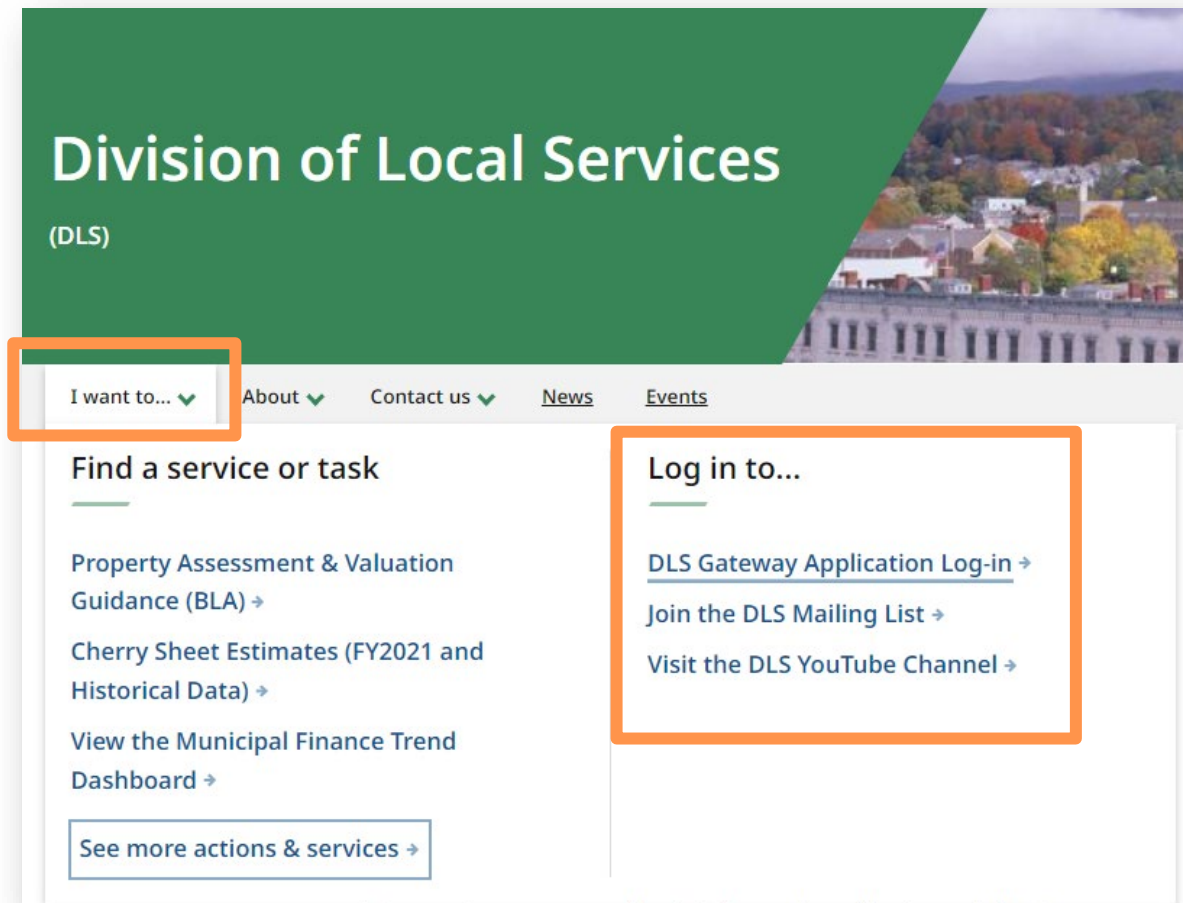
www.mass.gov/DLS

The screenshot shows the Mass.gov website. At the top, there is a search bar with the text "Search Mass.gov" and a "SEARCH" button. Below the search bar, the "Division of Local Services (DLS)" is prominently displayed in a green banner. To the right of the banner is a photograph of a town with a church steeple. Below the banner, there is a navigation menu with links: "I want to...", "About", "Contact us", "News", and "Events". To the right of the menu is a search bar with the text "Search this organization". Below the navigation menu, there is a paragraph of text: "DLS promotes sound municipal finance management practices and supports local officials by providing guidance, training and oversight." Below this paragraph, there is a section titled "Upcoming Events". Under this section, there is a date "Apr 26" in a green box. To the right of the date, there is a link "Free Cash Upload & Certification Walkthrough" with a right arrow. Below the link, there is a time range "10 a.m. - 12 p.m.". At the bottom, there is a paragraph of text: "DLS will provide instruction about how to complete the forms necessary for free cash certification. These forms, uploaded in Gateway, are used to calculate and approve a municipality's free cash certification each fiscal year."

Use any Web browser to go to **Mass.gov/dls**

Underneath the DLS banner, click “I want to...”

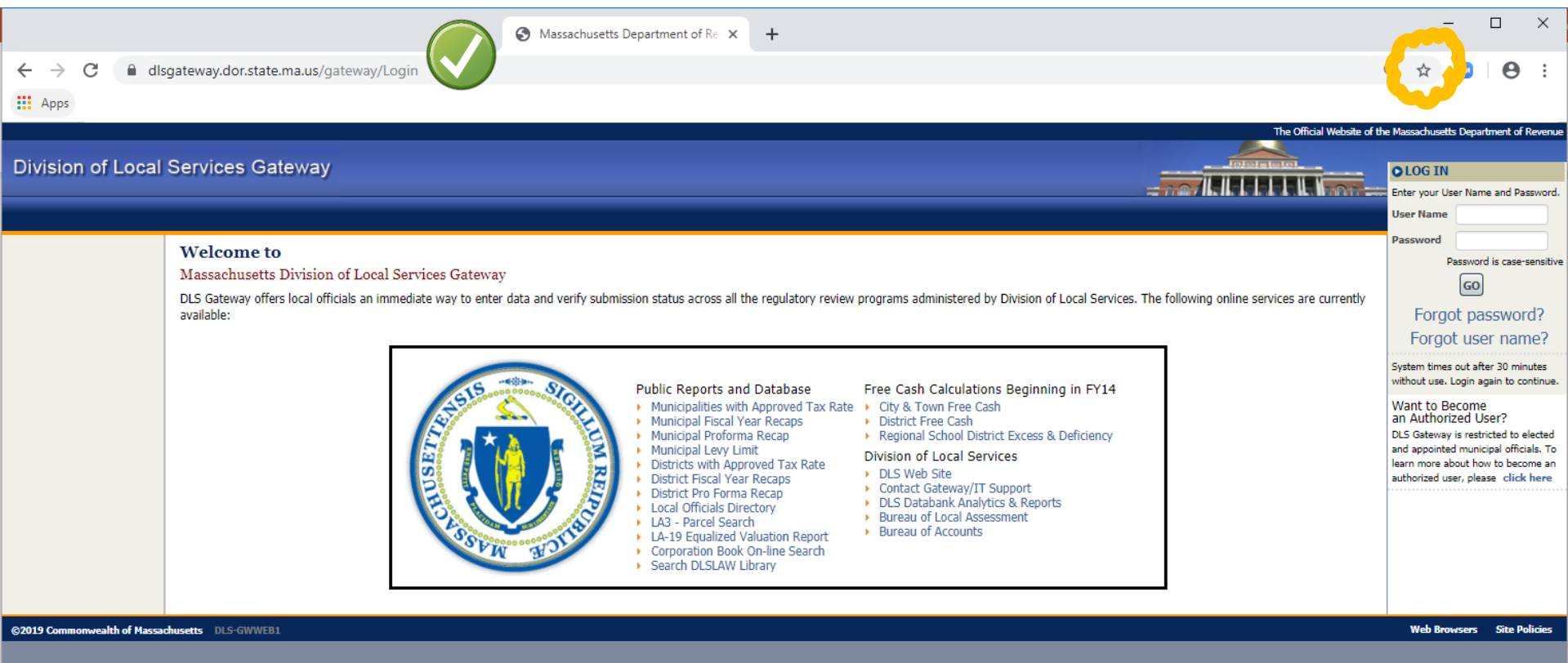
Under “Log in to...” click DLS Gateway Application Log-In



Once you get to the DLS Gateway login screen,
create a bookmark for faster access

<https://dlsgateway.dor.state.ma.us/gateway/Login>

It's a good idea to bookmark the DLS website, too!



The screenshot shows a web browser window with the address bar displaying dlsgateway.dor.state.ma.us/gateway/Login. A green checkmark icon is visible in the address bar. The page title is "Division of Local Services Gateway". The main content area includes a welcome message, a list of services, and a login form on the right.

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 - › DLS Databank Analytics & Reports
 - › Bureau of Local Assessment
 - › Bureau of Accounts

LOG IN

Enter your User Name and Password.

User Name

Password

GO

Forgot password?
Forgot user name?

System times out after 30 minutes without use. Login again to continue.

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Web Browsers Site Policies

How do I use DLS Gateway?



Gateway is divided into modules.
Each module represents a process
that involves submitting data to DLS

Click the name of a module to select that process

Division of Local Services Gateway

[Certification](#) | [Taxrate](#) | [Balance Sheet](#) | [Schedule A](#) | [District Taxrate](#) | [LA-3](#) | [Misc Forms](#) | [Directory](#) | [Other Apps](#)

Welcome to the DLS Gateway suite of applications for local officials.

You are identified as :

Rob McDonald
Bernardston

Please choose the appropriate item from the menu bar above to continue.

Please contact your System Administrator or DLS if you want to update the information.

After selecting a module, the first screen you see is the **Landing Page**

Division of Local Services Gateway

[Certification](#) [Taxrate](#) [Balance Sheet](#) [Schedule A](#) [District Taxrate](#) **LA-3** [Misc Forms](#) [Directory](#) [Other Apps](#) [Security](#)

LA-3 Upload Program

Search/Update/Delete

Bulk Upload

Single Record Upload

Sign and Submit LA-3 Data

LA-15

LA-3 Process

Quartile Report

Valuation Summary Report

Final Statistics Approval - Cert

LA-3 EQV Process

View LA-19

LA-3

LA3

FAQ's

Question

- ▶ After I re-upload corrected data, why do I still see the bad data when I do a Search?
- ▶ When I search for sales, why don't I see a Delete All Sales button?
- ▶ Can I use an LA3 Excel template file from a prior year?
- ▶ If I leave before my upload file has been processed, will I lose all my sales?
- ▶ How long should an upload take?
- ▶ I'm having a problem uploading. Whom do I call for help?

Did you find this helpful?

☐ Yes ☐ No

LA-3 Bulk Upload Tips

Please download and use BLA's [LA3 Upload Template](#) (Excel) to upload sales data to Gateway. All data validation is done by Gateway, therefore the template does not include macros or buttons to "clean" the data. You must use this template to upload data.

When uploading, **be sure to select the correct Date Range** for the sales in your Excel file. Your sales must match one of the 3 acceptable ranges on the Upload page; click the radio button that applies to your sales. For detailed information on uploading sales, see BLA's [LA3 Upload Tips guide](#).

The LA-3 Upload Service will process your file in the background, and you will receive an email when your data has been fully uploaded. Sales will be displayed on the Bulk Upload screen after processing; you may correct sales with data problems and re-process those sales, or you can delete the file, edit the sales in Excel and try the upload again.

Need assistance or guidance? Click here to find contact information (email and phone number) for [your community's BLA community advisor](#).

LA3 Features added in FY 2019

LA-3 Sort Options: Two useful filter options were added to the LA3 Search/Update/Delete page:

- **Repeat Sales Only** displays multiple sales of the same property occurring during the time period under review. This highlights sales where the NAL code "R" might be appropriate.
- **Duplicate Names Only** displays sales where the Buyer and Seller have the same or similar names but the sale has not been coded as non-valid.

Quartile Reports: these reports are now available in interim years as well as certification years. Running these reports in all years will provide detailed information about how effectively local valuation models are working. Quartile Reports are available in the LA-3 Process section; contact your local account administrator or DLS Gateway Support if you need access to this section.

Looking for more information on **property codes, sales report specifications or the LA-3 process?** BLA's [Property Type Classification Code Booklet](#) contains the latest guidance from BLA.

Tips for deleting sales:

- If you uploaded but have not yet saved your sales (if they are still visible on the Upload screen) you can simply delete the Excel file and re-upload.
- If you saved your sales (they are no longer visible on the Upload page and you can see them in the Search/Update/Delete page) you must delete them from Search/Update/Delete first, then go to Upload and remove your Excel upload file. You can then upload a new file and start over.

Need assistance or guidance? Click here to find contact information (email and phone number) for [your community's BLA community advisor](#).

Downloadable Template

Click here to download the [LA-3 Sales Bulk Upload Excel template](#).

LA-3 Module Landing Page

Instructions, tips, related information and new features
are all highlighted on the landing page

Links to any required or optional template files
are in the Downloadable Template section

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Downloadable Template

Click here to download the [LA-3 Sales Bulk Upload Excel template](#).

Many landing pages include a Frequently Asked Questions box

Click any question to see the answer

The screenshot shows a web application interface. At the top is a navigation bar with tabs: Certification, Taxrate, Balance Sheet, Schedule A, District Taxrate, LA-3 (highlighted), Misc Forms, Directory, Other Apps, and Se. Below this is a left-hand navigation menu with three main sections: LA-3 Upload Program, LA-3 Process, and LA-3 EQV Process. The LA-3 Upload Program section includes links for Search/Update/Delete, Bulk Upload, Single Record Upload, Sign and Submit LA-3 Data, and LA-15. The LA-3 Process section includes links for Quartile Report, Valuation Summary Report, and Final Statistics Approval - Cert. The LA-3 EQV Process section includes a link for View LA-19. The main content area on the right has a header 'LA-3' in blue and 'LA3' in red. Below this is a box titled 'FAQ's' with a 'Question' header. It contains a list of questions, with the first one expanded to show its answer.

LA-3
LA3

FAQ's

Question

▼ After I re-upload corrected data, why do I still see the bad data when I do a Search?
When you Click Save on the Bulk Upload screen, the data is moved from the Upload tables to the final LA3 tables. To remove bad data from the LA3 tables you must do a Search on the Search/Update/Delete screen, then Delete Searched Sales. That removes the data from the LA3 so you can upload and save new data on the Bulk Upload screen.

► When I search for sales, why don't I see a Delete All Sales button?

► Can I use an LA3 Excel template file from a prior year?

► If I leave before my upload file has been processed, will I lose all my sales?

► How long should an upload take?

► I'm having a problem uploading. Whom do I call for help?

FAQ's =
Frequently
Asked
Questions

Each module consists of forms to be submitted

They are listed on the Navigation panel on the left of the screen

Select a form by clicking the form name in the Navigation panel

Certification | **Taxrate** | Balance Sheet | Schedule A | District Taxrate | LA-3 | Misc Forms | Directory | Other Apps | Security

Tax Rate - BLA
Omitted & Revised Assessment Report
LA-13A
LA-4
LA-13

Tax Rate - BOA
A-1 Offset Receipts
A-2 Enterprise Funds
A-3 Revolving Funds
A-4 CPF
B-1 Free Cash
B-2 Other Funds
OL-1 Overlay
DE-1
Tax Title
Levy Limit
LA-5 Options & Certification
Letter in Lieu of Balance Sheet
Pro Forma Recap
Tax Rate Recap
Tax Rate Checklist

Tax Rate - Reports
LA-4 Comparison
LA-13 Statistics
Recap Edit Report
New Growth Rate Status
BLA - LA-7
BLA - Chap 200
BLA - Chap 3
Tax Rate Submission Summary
Options Table
BLA/BOA Assignments

A-1
Offset Receipts, Chapter 44, Section 53E
Status: NO STATUS FOUND
BERNARDSTON - 029 2020
Jurisdiction: Bernardston - 029 Fiscal Year: 2020 Go

	Description	(a) Actual Revenues Fiscal 2019	(b) Estimated Receipts Fiscal 2020 *	Support Required
1	Water	0.00	0.00	
2	Sewer	0.00	0.00	
3	Hospital	0.00	0.00	
4	Nursing home	0.00	0.00	
5	Recreation department	0.00	0.00	
6	Airport	0.00	0.00	
7		0.00	0.00	
8		0.00	0.00	
9		0.00	0.00	
10		0.00	0.00	
11		0.00	0.00	
12	Total	0.00	0.00	

*If Column(b) exceeds Column(a) for any item, written permission by the Director of Accounts is Required prior to appropriation

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures
Accounting Officer
I hereby certify that the actual revenues as shown in column (a) are to the best of my knowledge correct and complete.
☐ Check to add signature

Board of Assessors
We hereby attest that the receipts itemized above have not been used as a revenue source elsewhere on the Tax Rate or Pro Forma Recap.
☐ Check to add signature

Save **Submit** **Print**

[Status of Tax Rate Forms](#)
[View Last Updated By](#)

A-1

Offset Receipts, Chapter 44, Section 53E

Status: NO STATUS FOUND

BERNARDSTON - 029 2020

Jurisdiction Bernardston - 029 Fiscal Year 2020 Go

	Description	(a) Actual Revenues Fiscal 2019	(b) Estimated Receipts Fiscal 2020 *	Support Required
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3	Hospital	0.00	0.00	
4	Nursing home	0.00	0.00	
5	Recreation department	0.00	0.00	
6	Airport	0.00	0.00	
7		0.00	0.00	
8		0.00	0.00	
9		0.00	0.00	
10		0.00	0.00	
11		0.00	0.00	
12	Total	0.00	0.00	

*If Column(b) exceeds Column(a) for any item, written permission
by the Director of Accounts is Required prior to appropriation

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

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☐ Check to add signature

Board of Assessors

We hereby attest that the receipts itemized above have not been used as a revenue source elsewhere on the Tax Rate or Pro Forma Recap.

☐ Check to add signature

Save Submit Print

[Status of Tax Rate Forms](#)
[View Last Updated By](#)

Let's look at the
sections within each
Gateway form:

The form name always
appears at the top

The current form status is just
underneath the name

Every form starts with "No Status
Found", which means you
haven't entered and
saved any data yet

The status will change as you
enter, save and eventually
submit your data

A-1
 Offset Receipts, Chapter 44, Section 53E
 Status: NO STATUS FOUND
 BERNARDSTON - 029 2023

Unlock for DLS Unlock for Community

Jurisdiction Bernardston - 029 Fiscal Year 2023 Go

	Description	(a) Actual Revenues Fiscal 2022		Su Rec
1	Water	0		
2	Sewer	0		
3	Hospital	0		
4	Nursing home	0		
5	Recreation department	0		

Gateway always assumes you wish to work on the current fiscal year's form

To view data from a prior year, select the fiscal year then click the Go button

In most forms, you can also see future years in the drop-down list

This is because BLA's Certification module uses future years to keep in touch with assessors whose next certification cycle may be as many as 5 years away

Data can be entered in any field
with a white background

Data fields with an orange background
are calculated automatically or come from another form,
so they cannot be changed

Cash Reconciliation Report
Cash Reconciliation Report
Status: NO STATUS FOUND
BERNARDSTON - 029 2019

Jurisdiction Fiscal Year

Total Treasurer's Cash and Investments (6/30 year-end report)	<input type="text" value="0.00"/>	✗
Other trust funds not in custody of Treasurer	<input type="text" value="0.00"/>	←
Total Cash and Investments	<input type="text" value="0.00"/>	✗
Accountant's/Auditor's Cash and Investments (PER BALANCE SHEET)		
General Fund	<input type="text" value="0.00"/>	└─┬─┘ And here
Special Revenue Funds	<input type="text" value="0.00"/>	
Capital Projects Funds	<input type="text" value="0.00"/>	
Enterprise Funds	<input type="text" value="0.00"/>	
Trust and Agency Funds	<input type="text" value="0.00"/>	
Total per general ledger	<input type="text" value="0.00"/>	✗

Enter data here

When you submit data to DLS for review,
Gateway locks the data to keep it from changing

Locked data appears with a green background

Jurisdiction Fiscal Year

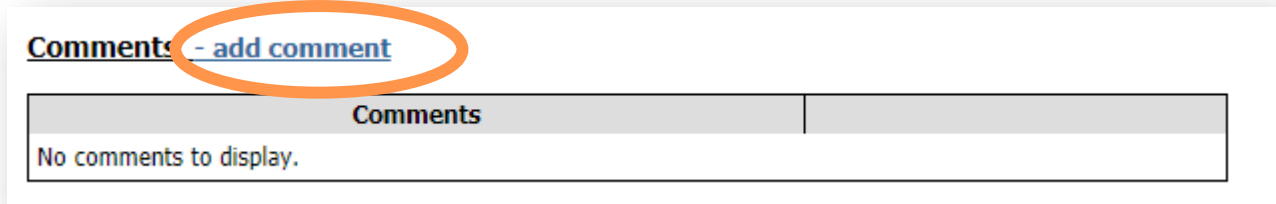
Status	Delete	(A) Ballot Vote Date	(B) Purpose(s) of Exclusion Vote	(C) Date of original issuance note/bond per purpose(s)	(D) Temp or Perm (T/P)	(E) FY 2018 Net Excluded Debt Service	(F) FY 2018 Gross Debt Service Expended	(G) FY 2019 Gross Debt Service Excludable	(H) Reimbursement adjustments (Whole numbers only)	(I) FY 2019 Net Excluded Debt Service
Attached	<input type="checkbox"/>	10/15/2012	Highway Dump Truck/School Roof	11/20/2012	P	0	0	0	0	0
Attached	<input type="checkbox"/>	05/07/2007	Fire Truck	05/15/2007	P	0	0	0	0	0
Attached	<input type="checkbox"/>	05/07/2007	Safety Complex	06/01/2007	P	0	0	0	0	0
Attached	<input type="checkbox"/>	05/01/2017	Bridge Project	06/16/2016	P	60,504	60,504	0	0	0
Total										0

Need to correct a mistake after you submit?
No problem!

Call your BLA or BOA advisor
or DLS Gateway Support to have a form unlocked

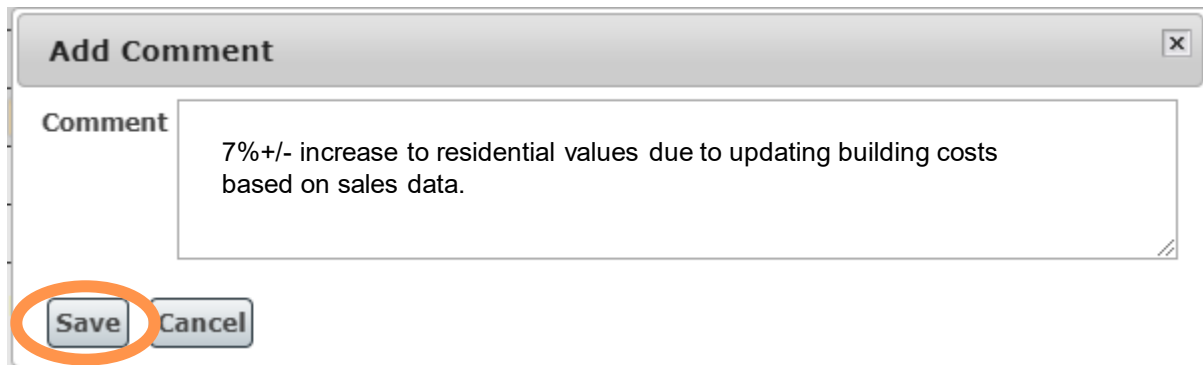
Some forms include a Comments section

Click the “add comment” link to add a comment



The screenshot shows a form with a section titled "Comments". Above the section is a link labeled "- add comment" which is circled in orange. Below the link is a table with a header row labeled "Comments" and a single row containing the text "No comments to display."

Type your comment in the Comment pop-up, then click Save



The screenshot shows a pop-up window titled "Add Comment". It has a text area labeled "Comment" containing the text "7%+/- increase to residential values due to updating building costs based on sales data." At the bottom of the window are two buttons: "Save" and "Cancel". The "Save" button is circled in orange.

Some forms include a Documents section

Click the “upload new documents” link to upload a file

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

You can drop a file inside the box,
or click inside the box
to browse to the file
you wish to upload

Document Uploads

Drop files here to upload (click [here](#) to select one or more files)

Maximum file size is 24.9 MB. Any file larger than that will fail to upload.

Done

*Please note the maximum file size limit!
Your file must be smaller than **25MB**

Sometimes uploading a document is required to submit a form –
the requirement will be noted on the form, and an error message
will display if you click Submit without a stored document



Each form has its own specific signature requirements
Forms cannot be submitted without the required signature(s)

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

☐ Check to add signature

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.

☐ Check to add signature

Gateway will display an error when a required signature is missing



Accountant/Auditor : At least 1 signature/s are required for this group.

To sign a form, click the checkbox next to “Check to add signature”

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

☐ Check to add signature

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.

☐ Check to add signature

Save **Submit** **Print**

Click the Sign button to complete the signature

Apply Signature

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.

Richard Martin, District Treasurer , Bernardston Fire & Water , rpmartin@hpw.gov 978-444-4321 | 11/1/2019 8:34 AM

Are you sure you want to sign this form?

Comment

Sign **Cancel**

Gateway adds your name, title, contact information and the date and time of the signature to the form

Treasurer's Year-End Cash Report Summary



Signature has been updated successfully.

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.



Richard Martin, District Treasurer , Bernardston Fire & Water , rpmartin@hpw.gov 978-444-4321 | 11/1/2019 8:34 AM

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.



Check to add signature

To remove a signature, click the checkbox next to your signature

Signatures

Treasurer

I hereby certify that the bank statements have been reconciled through the date of this report, that the cash on hand and other items were verified by actual count, and that I have transmitted this form to the accounting officer for certification of Part II.



Richard Martin, District Treasurer , Bernardston Fire & Water , rpmartin@hpw.gov 978-444-4321 | 11/1/2019 8:34 AM

Accountant/Auditor

I hereby certify that the foregoing schedule, setting forth the total cash in the custody of the Treasurer, is either in agreement with the general ledger controls or efforts are being made to reconcile differences as noted in Part II above.



Check to add signature

then click the Remove button

Remove Signature

Richard Martin, District Treasurer , Bernardston Fire & Water , rpmartin@hpw.gov 978-444-4321 | 11/1/2019 8:34 AM

Are you sure you want to remove this signature?

Remove

Cancel

Every DLS Gateway user has specific rights for specific forms

Your assigned rights determine what you can see and do

Module / Sub modules	Permissions
<input type="checkbox"/> Balance Sheet	<input checked="" type="checkbox"/> None <input type="checkbox"/> Allow
<input type="checkbox"/> Year End Accounting	<input checked="" type="checkbox"/> None <input type="checkbox"/> Read <input type="checkbox"/> Save <input type="checkbox"/> Submit <input type="checkbox"/> Sign Only
<input type="checkbox"/> Certification	<input type="checkbox"/> None <input checked="" type="checkbox"/> Allow
<input type="checkbox"/> BLA Directives	<input type="checkbox"/> None <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Submit
<input type="checkbox"/> Certification	<input type="checkbox"/> None <input checked="" type="checkbox"/> Read <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Submit

Certification Taxrate **Balance Sheet** Schedule A District Taxrate LA-3 Misc Forms Directory Other Apps Security

☐ Year End Accounting
Balance Sheet Checklist
Treasurer's Year-End Report
Cash Reconciliation Report
Outstanding Receivables
Statement of Indebtedness
Snow and Ice Data Sheet
Balance Sheet Submission

Snow and Ice Datasheet

Chapter 44, Section 31D

Status: NO STATUS FOUND

BERNARDSTON - 029 2019

Jurisdiction: Fiscal Year:

Original Budget / PFY Original Budget

Supplemental Appropriations and transfers into snow and ice

Expenditures and encumbrances charged to the appropriation

State reimbursements received and date received

Date

Federal Reimbursements received and date received

Date

Deficits reported on the Balance Sheet as of 2019

Current Documents - [upload new documents](#)

Name	Action
No documents to display.	

Signatures

Accountant/Auditor

☐ signature

The Action Buttons
at the bottom
of each form
are tied to your
user rights



What happens after I submit a form?

When you submit a form,
Gateway automatically notifies the DLS staff
assigned to your community or district

Inactive	Jurisdiction	Year	Application	Process	Type of Activity	Activity Date	FORM	DOC
<input type="checkbox"/>	Kingston	2019	Schedule A	SCHEDULE A	FORM SUBMIT	10/21/2019 3:18:52 PM	Open	None
<input type="checkbox"/>	Hanover	2020	Taxrate	INTERIM YEAR ADJUSTMENT	FORM SUBMIT	10/21/2019 2:45:49 PM	Open	None
<input type="checkbox"/>	Shutesbury	2020	Taxrate	INTERIM YEAR ADJUSTMENT	FORM SUBMIT	10/21/2019 2:41:02 PM	Open	None
<input type="checkbox"/>	Hanover	2020	Taxrate	INTERIM YEAR ADJUSTMENT	FORM SUBMIT	10/21/2019 2:23:30 PM	Open	None

DLS staff will review only submitted forms

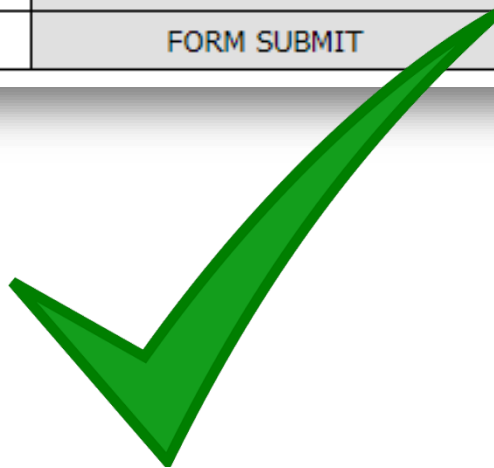
When you finish working on a form, remember to Submit!

For some processes like Balance Sheet and Tax Rate,
DLS staff wait to start the review
until all forms tied to that process have been submitted

Part II Other Required Misc. Forms: Status

All of these Gateway forms must be submitted ("Form Submit" status) to submit the Balance Sheet:

Form Name	Form Status	Last Action Date
BALANCE SHEET CHECKLIST	FORM SUBMIT	10/24/2019 3:19:52 PM
YEAR END CASH REPORT	FORM SUBMIT	10/21/2019 3:55:32 PM
CASH RECONCILIATION	FORM SUBMIT	10/23/2019 1:20:03 PM
OUTSTANDING RECEIVABLES	FORM SUBMIT	10/21/2019 3:58:29 PM
STATEMENT INDEBTEDNESS	FORM SUBMIT	10/21/2019 3:51:55 PM
SNOW AND ICE	FORM SUBMIT	9/13/2019 2:39:22 PM



Gateway keeps local officials informed by sending automated emails when certain events occur – like when you submit a form, or when DLS approves a form



Gateway's Local Officials Directory is the source for email addresses, so make sure yours is correct!

Division of Local Services Gateway				
Directory Search				
Jurisdiction	Department	Functional Role	Position	Email
Cummington	Accountant/Auditor	Accountant/Auditor	Accountant	accountant@cummington-ma.gov
Cummington	Assessors	Assessor Chairman	Assessor	boa@cummington-ma.gov
Cummington	Assessors		Assessor	boa@cummington-ma.gov

Contact your city or town clerk if your email address needs updating

Tax Rate Approval Notification - Cummington - 2020

Massachusetts Department of Revenue Division of Local Services

Christopher C. Harding, Commissioner of Revenue
Sean R. Cronin, Senior Deputy Commissioner of Local Services

Cummington Assessors

Date: 10/21/2019

Dear Assessors:

The Fiscal Year 2020 tax rate has been certified by the Bureau of Accounts for Cummington.

The four pages of the Tax Rate Recapitulation form and the Levy Limit worksheet (not applicable to districts) are available on the Division of Local Services website:

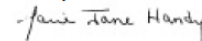
[Tax Rate Recapitulation Form](#)

[Levy Limit Worksheet](#)

Page one of the Tax Rate Recapitulation form includes the Director of Accounts' electronic signature and the date of approval. This letter is your notification of approval pursuant to Massachusetts General Laws Chapter 59, section 23. Please forward copies of this notification to other officials as you deem appropriate.

We wish to thank you for your cooperation and assistance in the tax rate setting process.

Sincerely,



Mary Jane Handy
Director of Accounts
Massachusetts Department of Revenue



What if I need help?


Need help with DLS Gateway? Contact Gateway Support!

DLS Gateway Support staff are available to assist you with any Gateway-related issue or question

Support is available Monday-Friday (except State holidays) generally 8AM – 4PM

CONTACT

DLS Gateway Support

 **Phone**

Call DLS Gateway Support
(617) 626-2350
For assistance with the DLS Gateway Application, Local Officials Directory or Gateway accounts.

 **Online**

DLS Gateway Support Email
DLSGateway@dor.state.ma.us

OFFERED BY [Division of Local Services](#)

DLS Gateway User Guides and Tips

Helpful information on using DLS Gateway applications. Additional information about many Gateway processes is available to authorized users on each module's landing page.

For assessors:

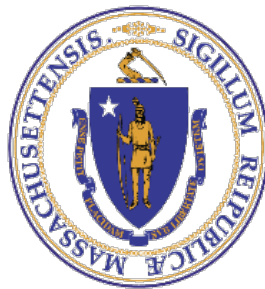
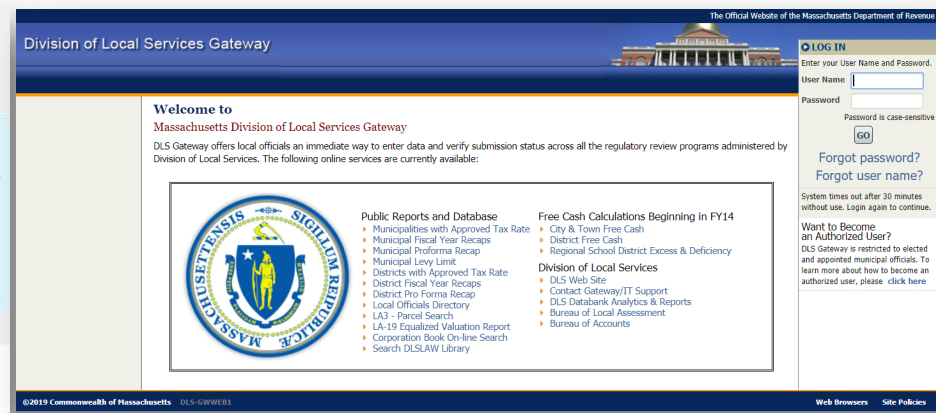
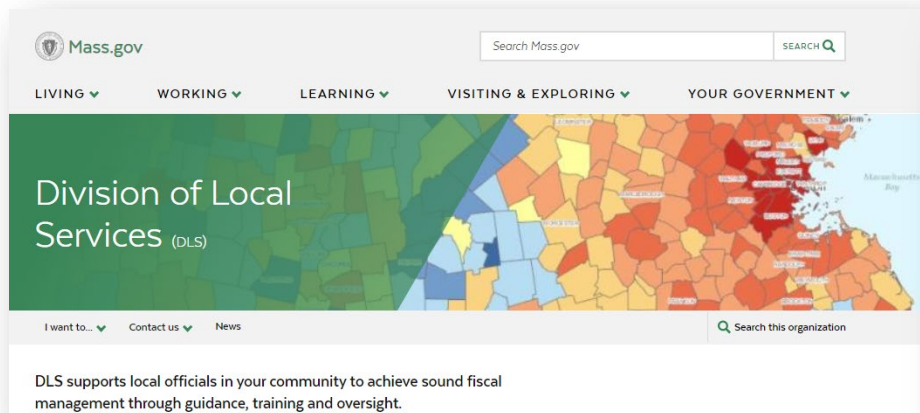
- [LA3 Bulk Upload Guide](#)
- [BLA's Interim Year "Check-In" Process \(Certification module\)](#)
- [LA-10 Upload Guide](#)
- [Instructions: Audited Personal Property Form](#)
- [Instructions: Entering New Growth \(Tax Rate module\)](#)

Many user guides and tips are available on the DLS website:

<https://www.mass.gov/service-details/dls-gateway-user-guides-and-tips>

For more information about DLS Gateway,
contact Gateway Support or your BLA or BOA Community Advisor

Visit DLS's website mass.gov/dls



DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Supporting a Commonwealth of Communities